

Appointment Type: Permanent
Working Time: Full Time
Reference Code: NB00021490e
Opening Date: 05/04/2010
Closing Date: 05/18/2010

Locksmith Supervisor

\$3869-\$4377 monthly (Range 49G) Plus great benefits!

Agency Information

The Department of Corrections is seeking a highly motivated and qualified individual as a Locksmith Supervisor located at Clallam Bay Corrections Center in Clallam Bay, Washington.

Agency Profile:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

DOC offers:

- > Hundreds of rewarding and exciting careers
- > Flexible schedules
- > Comprehensive compensation packages
- > Training and development opportunities
- > The fulfillment of public service

The agency mission is: To Improve Public Safety.

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit www.doc.wa.gov.

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

Duties

Perform skilled locksmith work including maintenance of institutional keys, key rings, locking devices and door hardware.

Use and maintenance of locksmith equipment (i.e. pinning equipment, key duplicating machines, drill press, engraving machine, hand and power tools, lock picks, chisels, metal grinders and other power tools required for accomplishing the work related tasks.

Repairing mechanical security devices; responsible for the maintenance of all mechanical devices on cell doors, security doors, exterior security gates mechanical drive motors and hydraulic and pneumatic actuators.

Responsible for rebuilding of all mechanical locking devices to include fabricating parts and replacing controls.

Knowledge of welding; oxygen/acetylene torching.

Makes design drawings, plans, consults manuals and researches repair process.

Coordinates with contractors to ensure the proper locking devices necessary to maintain security are installed.

Reads plans, blueprints, and inspects projects to ensure compliance with local codes, determines scope of work, materials needed, estimated cost and availability.

Orders materials and maintains an adequate inventory of required materials to carry on shop or maintenance work.

Develops and conducts a preventative maintenance program for assigned machinery and equipment.

Enforces safety rules and regulations; maintains records on work performed; writes reports as required.

Maintains perpetual inventories of all keys, key blanks, and other key and lock related supplies and equipment.

Conducts random quarterly inspections and inventories of key storage areas and the Key Watcher system and submit reports to the Key Control Manager.

Ensures a sufficient amount of replacement keys and locks are available for immediate use.

Maintain control of all inactive keys, key blanks, and key making machines.

Maintain a secure inventory of at least one backup key for every lock in the institution.

Design and develop multiple keying systems for key and lock control of new construction and remodeling.

Ensure an up-to-date key index is always maintained in the Command Center, Operations Center, and Armory with the backup set of emergency keys. Update quarterly.

Ensure an up-to-date key schematic of the institution which indicates emergency access points is maintained in the Command Center, Operations Center, and Armory with the backup set of emergency keys. Update quarterly.

Qualifications

MINIMUM QUALIFICATIONS:

Journey-level standing as a Locksmith as attested by:

a. Completion of a recognized apprenticeship as a locksmith.

OR

b. Full journey-level status in Locksmith's Union.

OR

c. Four years' experience in State service as a full-time helper to a journey-level locksmith.

Special Notes

All Department of Corrections' employees are fingerprinted for a criminal history background check.

Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply.

Tuberculosis is a priority health issue for Department of Corrections' employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

All DOC facilities are smoke and/or tobacco free.

This position is included in a Union Shop that requires employees to become members within thirty (30) days of employment.

Note: Pre-employment process may include drug testing.

Other Information

Department of Corrections Core Competencies for All Employees:

Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment call (360) 963-3207 or email Jennifer White at jennifer.white@doc.wa.gov.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00021490* and click on Start Search.
5. Click on the link Locksmith Supervisor, Clallam Bay, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.

Job seekers please note: **NEOGOV, Washington State's NEW online job application system, will replace the current application system on July 1, 2010.**

You will need to create an account in **NEOGOV to apply for jobs after July 1, 2010.**
Your current information will **NOT** automatically transfer over to the new system.

We recommend that you **SAVE A COPY OF YOUR PROFILE before July 1!**
For more information on **NEOGOV**, including instructions on saving your current profile, go to [**doc.wa.gov/jobs**](http://doc.wa.gov/jobs)